

## SPRINGFIELD HOUSING AUTHORITY

200 North Eleventh Street

Springfield, IL 62703

The Springfield Housing Authority is currently accepting applications/resumes for the following position:

### Position Vacancy

## Construction Manager

*Full-Time Position/Salary: Negotiable*

#### **EDUCATION & EXPERIENCE:**

Education and or experience equivalent to a B.A. Degree in construction management, architecture, engineering, or a related field; knowledge of Federal, State and local building regulations.

Three (3) years of increasing management, oversight, or supervisory responsibility of construction projects commercial/residential and or supervision of professional trades staff, construction project estimating or any equivalent combination of training and work experience.

Knowledge of standard construction practices and procedures along with a working knowledge of both residential and commercial mechanical systems and the ability to accurately read and interpret blueprints and construction specifications.

#### **DUTIES & RESPONSIBILITIES INCLUDE:**

Prepare preliminary architectural drawings to include details and explanatory notes for new/remodeled buildings and structures; write and/or directs the writing of all pertinent specifications; outlay sketches and estimates for future development of SHA properties. Function as architectural specialist including details as to method of construction workmanship; and extent of work to be done by each trade with completeness of specifications in terms of legal requirements

May serve as project manager for complex construction projects; review plans and specifications submitted by associate architects; provide technical assistance to associate firms concerning SHA policies and procedures; confer with agency heads and representatives in the development and revision of construction program plans. May supervise Force Account Trades crews and projects at the direction of Divisional Director.

Provide technical assistance in preparing the annual grant application for capital funds; must ensure resident participation and cooperation with the City government incorporated into the process. Recommend approval of bid plans and specifications; receive, verify and approve requests for contract payment. Coordinate with Contract Administrator on compliance with contract and bid specifications; ensure that work completed to date is in accordance with the physical progress performance levels in the contract prior to approving contractor payments.

Conduct pre-bid and pre-construction conferences with contractor. Assemble information for Requests for Proposals and/or bids for work items approved in Modernization, Maintenance and Development programs; obtain cost estimates and related data for incorporation proposals and applications. Review proposals and make recommendation to the Divisional Director; must work in cooperation with legal counsel, architects and engineers in the evaluation of bids and proposals.

Assist in preparation of weekly and monthly status reports on Modernization and Development Program activity. Provide on-going inspections of sites undergoing Modernization, Development and/or Maintenance improvements; consult project architects and engineers on project status. Serve as Section 3 Compliance Officer.

#### **APPLICATIONS SHOULD BE FORWARDED TO:**

Springfield Housing Authority  
Department of Human Resources  
200 N. Eleventh Street  
Springfield, IL 62703

Via e-mail: [wendym@sha1.org](mailto:wendym@sha1.org) or fax: 217-753-4421

Employment Applications are Available on the SHA Website:

[www.springfieldhousingauthority.org](http://www.springfieldhousingauthority.org) and by clicking on the link below  
<https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?ApplyToJob=184763074>

Internal candidates should use their TruPay login, Our Company, Search For Jobs, View Selected Jobs, Apply For This Job

Posting Dates: 5/14/2018 – 5/23/2018

*This position will remain open until filled*

County Residency Required Within One Year of Employment  
**The Springfield Housing Authority is an Equal Opportunity Employer**